

**(SAMPLE)**  
**WORK-BASED LEARNING JOB INTERVIEW PRACTICES**

The objective during the interview is to convince the interviewer that you are the person to hire. This can be accomplished by demonstrating maturity, self-assurance, poise, interest, and knowledge of what is expected in a business situation.

**Do**

1. Be prepared.
2. Arrive on time; telephone if you are unavoidably delayed.
3. Stress your qualifications and interest for the job.
4. Be businesslike and brief.
5. Provide requested information; have up-to-date credentials.
6. Let the interviewer take the lead in the conversation.
7. Talk in terms of training, rather than saying, "I'll take anything."
8. Make certain you understand what is required in the employment setting.
9. Be realistic in discussing wages.
10. Dress appropriately.
11. Act natural.
12. Listen very carefully to the interviewer.
13. Ask appropriate questions.
14. Make yourself understood.
15. Describe your potential service to the employer.
16. Know reasons for entering your profession.
17. Get telephone numbers, names, and addresses for follow-up purposes.
18. Thank the interviewer as you leave.
19. Become knowledgeable of the company.
20. Exhibit good eye contact.
21. Write a follow-up letter.

**Don't**

1. Play with articles of clothing during the interview.
2. Wear/use personal communication devices during the interview (cell phones, pagers, etc.)
3. Smoke or chew gum during the interview.
4. Interrupt the interviewer.
5. Criticize former employers.
6. Make salary the main theme of your conversation.
7. Mention your personal, domestic, or financial problems.
8. Freeze or become tense.
9. Be late or miss your interview.
10. Present exaggerated appearance.
11. Talk too much or too little.
12. Try to be clever or funny.
13. Make elaborate promises.
14. Become emotional.
15. Become impatient.
16. Over-emphasize rewards.
17. Prolong interview.
18. Suggest how the employer should run the business.
19. Take anyone to the interview with you.